



ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Accountant I
Division: State Portfolio & Banking
Salary: Commensurate with experience
Location: Springfield, Illinois
Work Hours: 8:00 A.M. – 4:00 P.M.

Overview: The Office of the Illinois State Treasurer is seeking to hire an Accountant I as part of the State Portfolio & Banking Division. This position is an intermediate level accounting position that performs moderately complex accounting procedures necessary for the accurate recording, reconciling and monitoring of a variety of accounts that fall under the responsibility of the Illinois State Treasurer's Office. This position performs the basic functions of Accounting which include but are not limited to proofing and reconciling various general ledger accounts, generating audit reports, and researching/resolving accounting discrepancies. In addition, this position is accountable for accurate record maintenance, movement of funds, and compliance with all internal and external audit controls. This position reports to the Supervisor of Treasury Operations/Time Deposit. Attendance is an essential function of this position.

Requirements/Qualifications: Associate's Degree in Accounting or Finance, Bachelor's desired; two (2) or more years of accounting and/or banking experience with emphasis in operations and general ledger activities required. This candidate must be proficient in Microsoft Excel and Word. Excellent communication, interpersonal, analytical, and organizational skills are required. The capacity and flexibility to learn quickly and complete work with accurate detail, a strong sense of urgency, and drive for process improvement is required. The ability to work well with others in a team environment and maintain a positive attitude is essential.

Application Process: Send application materials including letter of interest and resume to:

**Deputy Chief of Staff for Human Resources
& Equal Employment Opportunity
Office of the Illinois State Treasurer
100 W. Randolph Street - #15-600
Chicago, Illinois 60601**

Email: HR@illinoistreasurer.gov

**Equal Employment Opportunity Employer
Applicants must be lawfully authorized to work in the United States.
Posting Dates: February 11, 2016 – March 11, 2016**